



**State of Nevada  
Nevada Commission on Tourism  
Unclassified Job Announcement**

**- Systems Administrator -**  
Posted: 11/17/08

**Annual Salary**

Depending on Experience

**Recruitment**

Open to all qualified candidates; applications/résumé's accepted until position is filled (hiring may occur at any time during the recruitment process).

**The Position**

A full-time exempt position located at the Nevada Commission on Tourism, Carson City, Nevada. Position provides help desk support and oversees all other IT needs including: hardware, software, network, planning and assisting webmaster in maintaining website. Position also maintains agency's telecommunications system, IT policies & procedures, information security, and provides training as needed.

**Qualifications**

Working knowledge of data processing applications; PC-based applications (installation, maintenance, and configuration) and workstation applications; ability to install and maintain network operating systems, diagnose and correct hardware and software problems, prepare cost estimates for the purchase of products, communicate effectively orally and in writing; provide good customer service and upgrade hardware components.

Required:

- Microsoft Windows Server 2000/2003 networking and server experience
- Experience installing, maintaining SQL server and Transact-SQL Programming
- Microsoft Windows XP
- Microsoft Office 2000 and up
- HTML Programming (Dreamweaver)
- Macintosh Experience

Preferred:

- ASP/VBScript/JavaScript programming
- Experience with Photoshop
- Technical documentation

**Benefits**

Paid medical, dental & vision; paid vacation, sick leave and holidays; retirement plan (PERS); life & disability insurance program; other optional benefits including deferred compensation.

**Submit Application or Résumé To:**

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